



VFW YOUTH ACTIVITIES CHAIRMAN'S MANUAL

The Role of the Chairman

VFW's chairmen do more than just plan projects to improve their communities. They also recruit volunteers, build relationships with community leaders, organize partnerships with civic groups and promote the VFW.

You Are the Point Person

A program chairman should understand one important fact right from the outset: You are the Post's point man in your community. As chairman you will be your Post's liaison to:

- ☐ school teachers and administrators
- ☐ community leaders
- ☐ local military personnel
- ☐ city government officials
- ☐ members of civic groups
- ☐ members of the media
- ☐ your fellow veterans

Seek out these new relationships. When it comes time to recruit volunteers or you need specialized expertise for Post projects, these community contacts will prove invaluable.

Project an outgoing, friendly personality. Speak positively about your Post, your community and your projects. Articulate your thoughts and plans clearly, concisely and coherently. Remember, you represent not only your Post, but the entire VFW organization as well.

Reporting Your Activities

You may have heard it said that "the job's not over until the paperwork is done!" That is especially true of VFW Programs.

Chairman must report their Post activities in their respective areas at least twice each year. Check with your respective Department chairman to learn what should be reported and in what form. Documentation of your programmatic efforts is the thing that ensures the VFW's reputation and our not-for-profit status.

Master Organizational Skills

As chairman, your talents must be varied. Consequently, your organizational skills should be fully developed.

Some of your specific duties include:

- ☐ recruiting and maintaining a pool of active volunteers
- ☐ identifying and initiating programs needed in your community
- ☐ motivating your Post members, community volunteers and sponsors involved in your various projects
- ☐ recognizing your volunteers efforts
- ☐ organizing and maintaining records, photos and newspaper clippings the document your activities
- ☐ reporting to your Department chairman the volunteer hours, dollars donated by VFW, Ladies Auxiliary, Cooties, Junior Girls and Men's Auxiliary members and other information requested.

Through the contacts you've developed in your community, cooperate with other civic or fraternal groups. They may already be involved in community service programs you would like to undertake, or they may be eager to help with projects that you've planned. Also identify resources at your Post, talk with members and find out what special skills or hobbies they may have.

SCOUTING & JROTC (Junior Reserve Officer Training Course)

Why should a Post become involved?

Few youth programs provide a greater benefit to a Post than involvement with a Scouting or JROTC unit. Both programs annually produce individuals with an appreciation for patriotism, civic responsibility and the likelihood of future military service. As Boy and Girl Scouts, Sea Scouts, Venture Scouts and JROTC cadets; these individuals are often a tremendous asset to a Post by helping with Post projects such as placing flags on graves on Veterans Day and Memorial Day, helping with Post maintenance and fix-up efforts, helping distribute Buddy Poppies, providing color guards and assisting with VFW public events.

As young adults, participants in these programs are much more likely than others of their age group to enter the military and, ultimately become eligible for membership in the Veterans of Foreign Wars.

How does a Post become involved?

VFW Posts should request a brochure entitled, "Building a Foundation of Respect," by calling the VFW Programs office at 816-968-1117 or e-mailing a request to swilson@vfw.org. This simple brochure explains the working relationship between the VFW and the Boy Scouts of America, (B.S.A.). The last page of the brochure lists the ten steps to organizing a Scout unit. In the case of JROTC, a VFW need only contact a local JROTC unit or their state's Adjutant to get involved.

Aside from sponsoring or chartering a unit, there are literally hundreds of ways for a Post to serve the youth in their community through Scouting and JROTC and reap the benefits. Your Post may have individuals who would like to serve as leaders. Your Post may be able to serve as a meeting place or a place for a drill team to practice. Your Post may wish fund a unit or individual project. In turn, Scouts and cadets can fulfill their community service and civic requirements by helping with Post projects. It is truly a win-win situation for the Post and the youth of your community.

So, what do I do now?

For Scouting, you will be put in touch with the member or members of the VFW National Scouting Team in your Department. These are VFW members who are heavily involved in Scouting and have committed themselves to growing Scouting within their respective Departments. They will be happy to assist your Post and its members in becoming involved with this important youth program. For JROTC, the Programs Office will help you identify a JROTC unit in your area or connect with your state's Adjutant to learn how you can work with the unit to benefit your Post and serve the youth of your community better.

Youth Cadet Awards Program

VFW awards for special recognition of outstanding achievement and exceptional leadership are available for Junior and Senior ROTC programs, Naval Sea Cadets and Civil Air Patrol Cadets. If any of these programs exist in your community, these awards provide your Post an outstanding opportunity to honor these patriotic young people.

Awards Administration

Cadet awards may be initiated by the local VFW Post or directly by the cadet's unit. In either case, documentation should come from the unit as follows:

- ☐ Naval Sea Cadets – from the unit commanding officer in a letter with copy to NSCC HQ.
- ☐ Civil Air Patrol Cadets, from the candidate's squadron by submitting a CAPF-120.
- ☐ JROTC/SROTC Cadets – from the unit by submitting a letter documenting the criteria.

All letters of nomination should be sent to:

VFW Programs
VFW National Headquarters
406 West 34th Street
Kansas City, MO 64111
e-mail: swilson@vfw.org
fax: (816) 968-1149

Criteria for Civil Air Patrol and Naval Sea Cadets

- Good academic standing
- Satisfactory progress in the cadet program
- Outstanding achievement in community service and/or the cadet program
- Outstanding leadership in the cadet program
- High moral character
- Exceptional professionalism in appearance and actions (Officer Award)
- Outstanding military bearing and conduct in and out of uniform (NCO Award)
- Involvement in patriotic programs, drill team, color guard, etc.
- Demonstrated potential and willingness to assume higher levels of responsibility

Additional criteria for JROTC & SROTC awards:

- Positive attitude toward the ROTC program
- For JROTC, must be enrolled as a 10th-12th grade JROTC student
- For SROTC, must be an undergraduate student enrolled in Military Science I through IV
- Must maintain a "B" average in ROTC curriculum and a "C" average in all remaining subjects with no failing grades in the previous semester
- Active in at least one other student extracurricular activity (music, athletics, government, etc.)

Upon receipt of the letter and documentation, VFW Programs Department personnel will review the submitted materials, approve and contact the VFW Department. The Department or Post may then purchase the award(s) through the [VFW Store](#) for presentation.

Awards, stock numbers and contact information are as follows:

JROTC Medal #1229 & JROTC Citation # 4387
ROTC Medal #1226 & ROTC Citation #4386
Civil Air Patrol Officer Medal #1208 & CAP Officer Citation #4394
Civil Air Patrol NCO Medal #1209 & CAP NCO Citation #4395
Naval Sea Cadet Medal #1207 & NSC Citation #4393

Order citations and medals from:

VFW Store
406 West 34th Street
Kansas City, MO 64111
web: www.vfwstore.org
For phone orders call: 1-800-821-2606

OTHER YOUTH ACTIVITIES

VFW's history with youth sports goes back many decades. VFW formerly offered one of the largest marble tournaments in the U.S. Although marble shooting has become a lost ability, VFW Posts have supported youth with team and individual sports like competitive shooting, ice hockey, baseball, basketball, softball, boxing, wrestling, and almost any sport you can name.

Like most VFW Post activities, the key is to identify an interest or need in the youth of your community and offer your Post and its members a resource. Efforts can be as brief as raising a few dollars to provide equipment to sponsoring a team and providing coaches. The purpose of all these endeavors is two-fold.

First, it encourages young people to pursue physical activity that also builds character. Second, it connects young people with America's veterans and their families thereby providing an opportunity to pass on our values of service, civic responsibility and patriotism to the next generation. These kinds of connections also offer a tremendous opportunity to promote our scholarship programs.

Various states have a history of VFW involvement in youth sports. Check with your Department office to determine what other Posts are doing and how your Post can become involved.

YOUTH HUNTING AND SHOOTING PROGRAMS

VFW has been involved with the National Rifle Association (NRA) since 1920. Through the NRA, hundreds of VFW Posts provide hunter safety courses and sponsor shooting competitions. Annually, VFW and NRA offer junior and adult small-bore rifle and air rifle matches conducted by mail called "postal matches."

They are designed for VFW rifle teams as a sport activity for youth and adults to build interest in rifle shooting and safety. Both individual and team matches are offered. A Postal Match is a match in which competitors fire on their home ranges using targets which have been marked for identification. The scores are then mailed to the NRA for ranking of awards.

If your VFW Post does not already participate in the Youth/Adult Rifle Program and would like to take part in a program that has great appeal for youngsters as well as adults, please go to the NRA's Postal Match website <http://www.nrahq.org/compete/dept-postal.asp>. Complete program information, rules, and entry form (in PDF format) are available <http://www.nrahq.org/compete/Postals/VFW%20Postal.pdf> and they may be printed, completed, and mailed to the NRA.

If you have any questions, please contact the NRA directly at:

National Rifle Association
Competitive Shooting Division
11250 Waples Mill Rd.
Fairfax, VA 22030
e-mail: postals@nrahq.org
phone: (703) 267-1482

If you have any other questions, please feel free to contact the VFW Programs Office at 816-756-3390 ext 220, or e-mail swilson@vfw.org

SONS OF THE VFW

In 1941, a few months before the Japanese bombed Pearl Harbor, VFW appointed Gene Tunney as national director of Youth Activities. One of America's best-known and respected sports figures, Tunney retired as heavyweight boxing champion of the world in 1928. He was a Marine in France during World War I, and was a lieutenant commander in the Naval Reserve.

Tunney said: "I have accepted the appointment because I am convinced that the sons and daughters of the veterans of our country's wars are best fitted to serve as crusaders in the battles against the enemies of America's democracy. They, as well as other youngsters in every VFW community, must be trained and inspired as guardians of our American inheritance. They are ready to accept any task assigned – we need only to give these youngsters a chance to absorb the true significance of Americanism."

Tunney's ideas were part and parcel of the Sons of the VFW, a youth program that has had its ups and downs since it was founded in 1934. Sons, stepsons and adopted sons of VFW members were eligible if they were between the ages of 8 and 18. By 1939, there were 25,000 members on the rolls. Emphasis was placed on patriotism and community service.

To receive a Sons of the VFW brochure that includes the history, purpose, eligibility requirements, structure, chartering procedure and how to have a successful unit write, call or e-mail to the following:

Sons of the VFW
VFW National Headquarters (VFW Programs)
406 West 34th Street
Kansas City, MO 64111
Phone: (816) 756-3390, ext. 220
E-mail: swilson@vfw.org



Scout of the Year Scholarships

Annually, the Veterans of Foreign Wars recognizes four individuals: Eagle Scouts, Girl Scout Gold Award recipients, Venture Silver Award recipients and Sea Scout Quartermasters who have risen above their peers in exemplifying the exceptional qualities of that rank with the following:

- **\$5,000 1st place scholarship**
- **\$3,000 2nd place scholarship**
- **\$1,000 3rd place scholarship**

To be eligible for the award, the candidate must:

- Be a registered, active member of a Boy or Girl Scout Troop, Venturing Crew or Sea Scout Ship.
- Be the recipient of the Eagle Scout Award, Gold Award, Venture Silver Award or Sea Scout Quartermaster Award.
- Have demonstrated exemplary citizenship in school, Scouting and community.
- Have reached his or her 15th birthday and be enrolled in high school at the time of selection.

Applicants still in high school who reach their 18th birthday during the nomination year remain eligible if otherwise qualified. A Scout may enter through only one VFW Post. A local Post can be identified by zip code at www.vfw.org.

Deadline for entries:

March 1 — Entry to the Post.

April 1 — Submission to Department Scouting Team member from Post.

May 1 — Submission to national organization from Department Scouting Team member.

Candidate entry forms are available from your VFW Department Scouting Team member or by calling 816-756-3390 ext.220, by visiting www.vfw.org, or by e-mailing swilson@vfw.org

Required Documentation

The following documentation should be attached to the candidate's entry form:

- ✓ **Photograph of the Scout** - in correct, complete uniform for their current rank.
- ✓ **Section A: High School Participation Record** — a single page, one side resume of the candidate's high school activities indicating academic achievement, offices held, honors received and significant participation in other activities.
- ✓ **Section B: Scouting Record** — maximum of three pages, one side only, listing of all Scouting participation beginning with Cub Scouts - years of participation, unit numbers and sponsors. Also include when Eagle, Gold, Silver or Quartermaster Award was received and Palms. Identify leadership positions held at all levels, participation in Scouting activities (jamborees, Order of the Arrow conferences, etc.) and the candidate's Eagle Scout, Gold Award, Venture Silver or Sea Scout Quartermaster Project.
- ✓ **Section C: Community Service Record** — a single page, one side resume listing participation in community and religious service organizations (excluding Scouting and school), noting leadership positions held and any recognition received.
- ✓ **Section D: Letters of Recommendation** — A maximum of five letters, two pages each max. will be judged. The five letters must include one each from a school, community and a Scout leader. The two additional letters should be from members of the local community who have special knowledge of the candidate's abilities/accomplishments.
- ✓ **Completed Entry Form** – submitted to a local VFW Post. Local Posts can be identified via zip code at www.vfw.org.
- ✓ **Application Instructions/Entrant, Unit Commander and Parent's Certification**

VFW NATIONAL SCOUTING TEAM

The backbone of Scouting in the VFW is the VFW National Scouting Team. These VFW members are deeply involved in Scouting, most for decades.

Appointed by their Department Commander, they are responsible for promoting Scouting in their state. They are available to encourage Posts to sponsor units, support units and individual Scout projects. They should be the Department's "expert" on all phases of Scouting. Many Departments have multiple members of the VFW National Scouting Team but every Department should have at least one individual to promote the values of Scouting to youth and to the VFW itself. For more information on the VFW National Scouting Team call **816-968-1116** or e-mail dparker@vfw.org



Veterans of Foreign Wars of the United States
SCOUT OF THE YEAR
Application Instructions



THE FOLLOWING INFORMATION SHOULD BE SUBMITTED BY SCOUT OF THE YEAR CANDIDATE:

Section A -- HIGH SCHOOL PARTICIPATION RECORD - Please submit a resume of your high school activities (grades 9-12) including an indication of academic achievement, offices held, honors received, and a one sentence statement of the significance of your participation in each activity. This resume should be on a single 8.5 X 11" page, one side only.

Section B -- ENTIRE SCOUTING RECORD - List your complete scouting record to include years of participation, unit numbers and sponsors. Include information on when your Eagle Award, Gold Award, Silver Award, or Quartermaster was received and Palms. Include any leadership positions held at all levels; list other Scouting activities you have participated in such as Jamborees, Order of the Arrow Conferences, etc...and succinctly describe your Eagle, Gold, Silver, Venture, or Quartermaster Project. This resume should be on a maximum of three (3) 8.5 X 11" pages, one side only.

Section C -- COMMUNITY SERVICE RECORD - Use one page to list community service and religious organizations in which you have participated outside of high school and Scouting and the activities that you were involved with as a part of these organizations. Note any leadership positions held and any accolades received. This resume should be on a single 8.5 X 11" page, one side only.

Section D -- LETTERS OF RECOMMENDATION

The screening committee will carefully review the letters submitted. **Only five (5) letters considered.** One letter each from your school, community, and a scout leader must be submitted. Two additional letters are allowed from other individuals within your community who may have a special knowledge of your abilities and/or accomplishments. *The screening committee will only consider five (5) letters at most. (Note: Letters should not exceed 2 pages.)*

► Please be sure to use only this form when applying. Any other form or format will not be accepted into the competition.

► Please follow the procedures and requirements as written, to ensure that your application is reviewed and processed as quickly and accurately as possible. **(Note: All entries must be typewritten.)**

► All applications must be submitted to a VFW Post for initial consideration. The VFW Post will then submit to the Department for consideration as the Department winner.

AUTHORIZATION

SCOUT/VENTURE CERTIFICATION:

I hereby certify that the foregoing information is accurate and if I am the national winner, I will make myself available to receive the award at a presentation ceremony as designated by the Veterans of Foreign Wars.

SCOUT/VENTURE SIGNATURE _____ **Date** _____

UNIT LEADER'S CERTIFICATION:

I hereby certify that the above-named Scout is an active member of our unit and the information supplied by the candidate is accurate to the best of my knowledge.

UNIT LEADER'S SIGNATURE _____ **Date** _____

PARENT'S CONSENT

I hereby certify that all information on this application is correct. I willingly submit this name for consideration as the Veterans of Foreign Wars of the United States Scout of the Year. If this individual is selected as the national winner, I will ensure that he/she is allowed to attend a presentation ceremony as designed by the Veterans of Foreign Wars.

FATHER, MOTHER OR GUARDIAN SIGNATURE _____ **Date** _____

The Veterans of Foreign Wars of the United States

SCOUT OF THE YEAR Entry Form

**Photograph of Scout In
complete correct
uniform for their
current rank must be
attached to this form.
Recommended Size
3"x5"
(No additional photos)**

ELIGIBILITY REQUIREMENTS

The Candidate Must:

▶ Be a registered, active member of a Boy or Girl Scout Troop, Venturing Crew, or Sea Scout Ship.

AND

▶ Has received the Eagle Scout Award, Girl Scout Gold Award, Venture Silver Award, or Sea Scout Quartermaster Award.

▶ Has demonstrated practical citizenship in school, Scouting, and the community.

▶ Has reached his/her 15th birthday and is enrolled in high school at the time of selection.

▶ Has submitted his/her complete entry to a VFW Post in his/her community.

Note: All applicants still in high school who reach their 18th birthday during the nomination year remain eligible if otherwise qualified. And a scout can only enter through ONE VFW Post.

PLEASE NOTE - DEADLINES

▶ A candidate can locate a sponsoring VFW Post by contacting their VFW Department (state) Headquarters as listed at: **www.vfw.org**

▶ Deadline for entry to VFW Post: **March 1st**

▶ All candidates with full entry criteria must be submitted by a VFW Post to the Department's (state) National VFW Scouting Team representative or Department Commander by **April 1st**.

▶ The Department winner must be selected and submitted by their National Scouting Team member to the National VFW organization by **May 1st**.

National Scouting Team Member

Telephone No. _____

Name: _____

Address: _____
(Street)

(City)

(State) (Zip)

DOB: _____ SSN: _____
(Day/Mo./Yr.) (Optional)

Home Phone No.: () _____

Scout Troop Number _____

**MUST SUBMIT APPLICATION DIRECTLY
TO A VFW POST IN YOUR COMMUNITY.**

SPONSORING VFW POST

(Post Number)

(Street)

(City) (State) (Zip)

(Post Commander's Name)

District Certification (if applicable)

District # _____

District Cmdr. _____

Department Certification

(Must be completed by Dept VFW National Scouting
Team Member or Dept. Commander)

Department: _____

Submitted by: _____

Signature: _____